

# Air Force Training Program and TBA Basics

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# Back to Basics: Don't (Just) Push My Buttons

#### Overview

- Training Program Basics
- Where to Find the Resources
- TBA Basics



# **Expert Briefer**

- Where's Chief Fitzgerald isn't he the guru?
- Where are the handouts so I can take notes?
- Does anybody believe in Karma?

R-EDP Mid Term Goal (1 Year to 3 Years)

"Gain proficiency in the Training Business Area application so that I can use the system as a tool to track subordinate paralegals' progress and better advise members."

# **Training Program Basics**

- Air Force Training Course
  - Must complete before acting as trainer
  - UTM will verify completion
- UGT Time Frames (AFI 36-2201)
  - 3 lvl (PAC Grad) in UTG to 5 lvl Minimum time 9-12 months (para. 4.1.2.2)
  - 5 Ivl in UGT to 7 Ivl

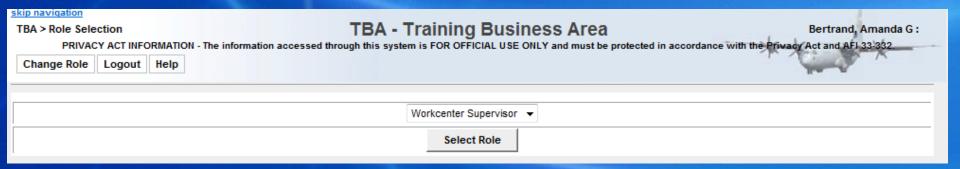
    Minimum time 6-12 months (para. 4.1.2.3)
  - Training Progress Review (AD-24 months, ARC-24 months, ANG-36 months) para. 6.6.25.15
    - Every 90 days thereafter until trainee is upgraded

# **Training Program Basics**

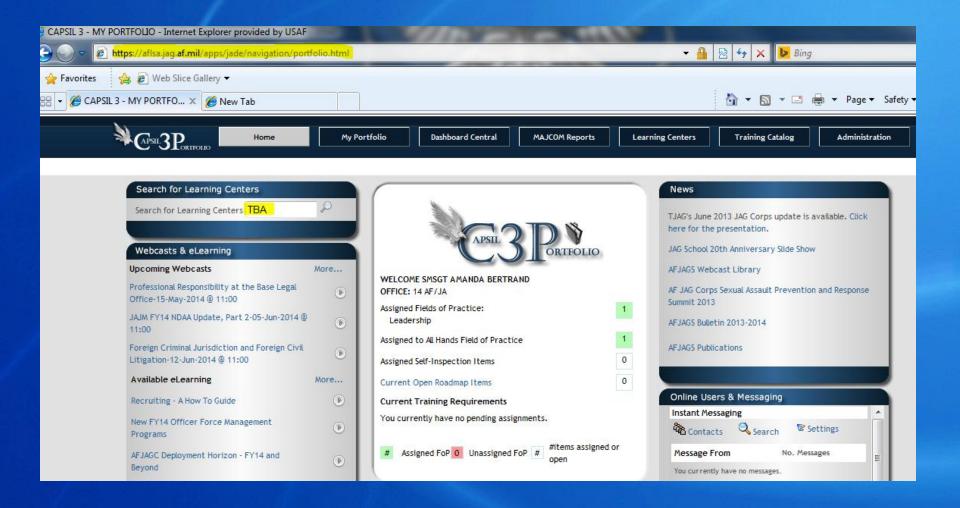
- UTM SAVs (IAW Attachments 7 & 8)
  - AD Every 18 months
  - ARC Every 24 months
  - ANG Every 36 months
  - UTM Inspects 50% in UGT, 10% All Others (BMT only conducts SAVs as requested by Unit CC)
- Work Center Orientation
  - Within 60 Days of Assignment (ARC-120 days)
- Initial Evaluation of Trainee Qualifications
  - Within 60 Days of Assignment (ARC-120 days)

# How Do I Access TBA?

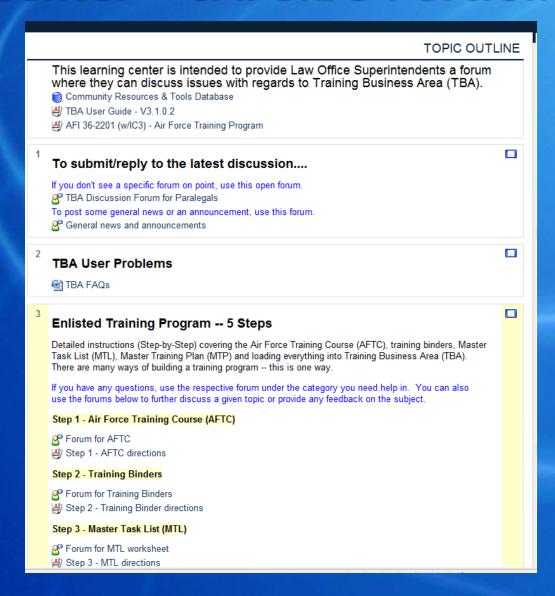




# Where to Find Help



# Paralegal TBA Collaborative Learning Center – CAPSIL 3 Portfolio



# **Training Program Basics**

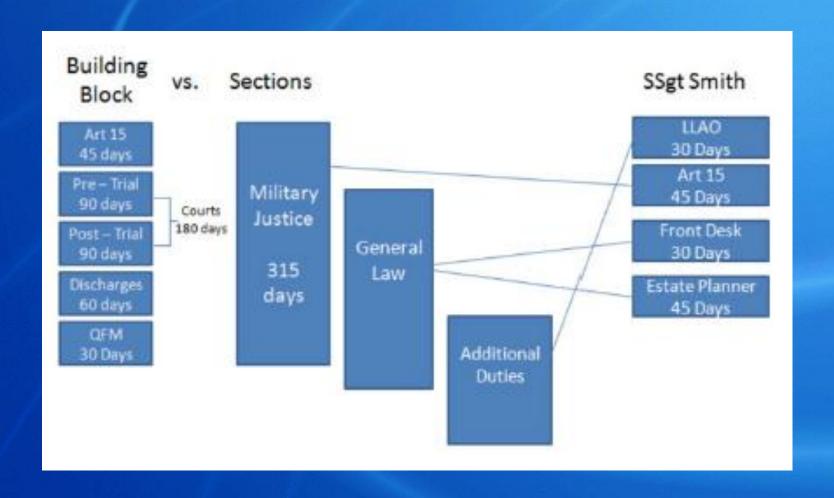
#### MTL

- 100% task coverage w/in a work center
- Duty positions, skill level, deployment, additional duties

#### MTP

- Strategy/milestones for completion
  - When (priority/milestones)
  - How they should be trained (resource/method)
  - How long it should take to train
- MTL, CFETP, JQS (Job Qualification Standard/AF 797)

# **Example - Duty Positions in MTL**

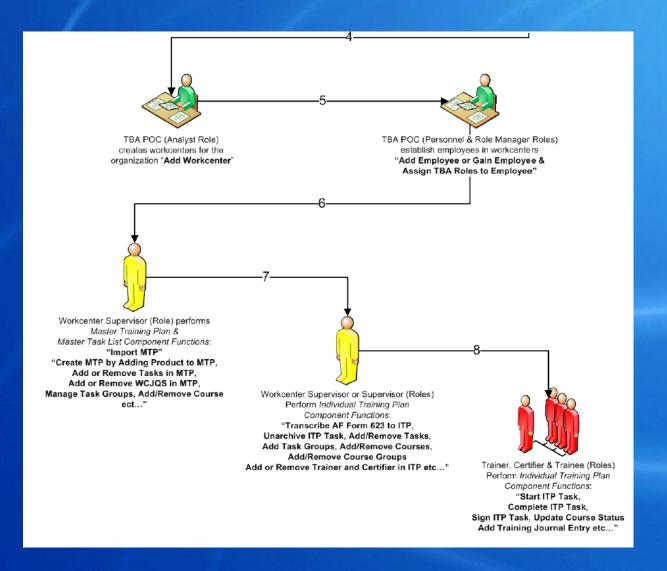


### **TBA**

#### Roles

- Superintendent: <u>Personnel Manager, Role</u>
   <u>Manager, Workcenter Supervisor</u>, Supervisor,
   Trainer and Trainee (TSgt and below)
- NCOIC: Supervisor, Trainer, and Trainee
  - Officer: Trainer (must have completed the AFTC)
- Limits the ability of the operator
  - Workcenter Supervisor All aspects of training program
  - Supervisor Management of ITPs
  - Trainer ITP; must be closed on task before signing off

# **Confused About Roles?**



# Chief Tolliver's Step-by-Step TBA

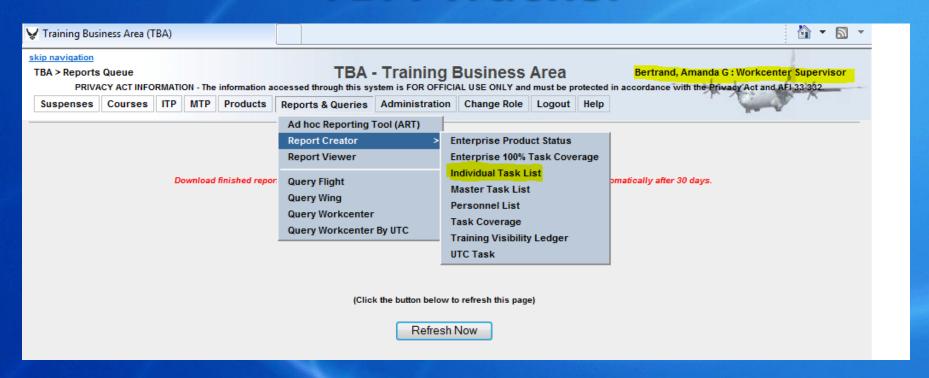


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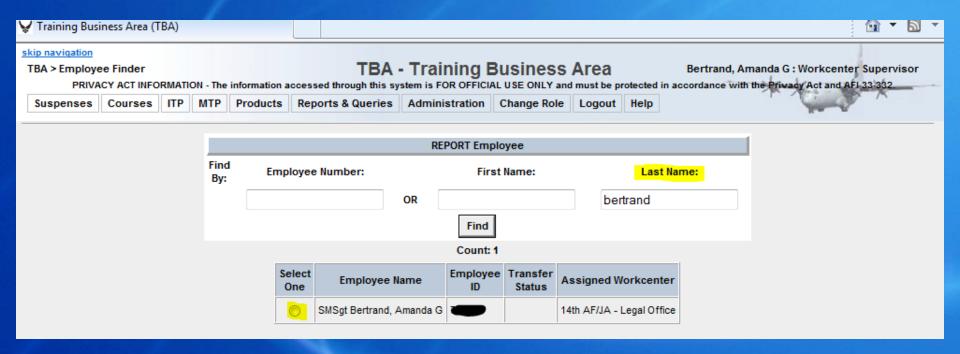
#### **Overview**

- Understanding your Roles
- Establish your MTL/MTP
- Add task to ITP
- Un-archive Tasks
- Start/Close Tasks
- Journal entries
- Gaining employees
- Losing employees

- TBA Tracker saves time and provides a visual aid for tracking progress in UGT
- Great tool for Senior IMAs at NAF & Command level and MSgts assigned to base level offices that may be tasked with tracking training
- Excel Spreadsheet is in deliverables



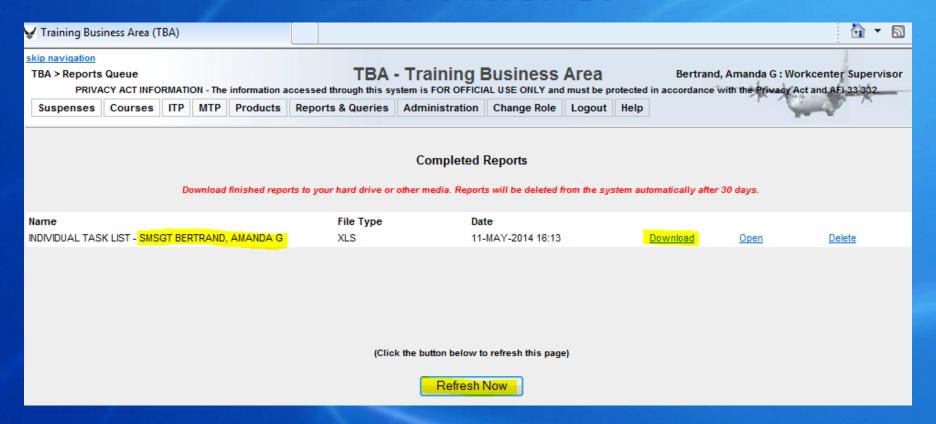
- 1. Role Workcenter Supervisor
- 2. Select 'Reports & Queries', 'Report Creator' & 'Ind. Task List'



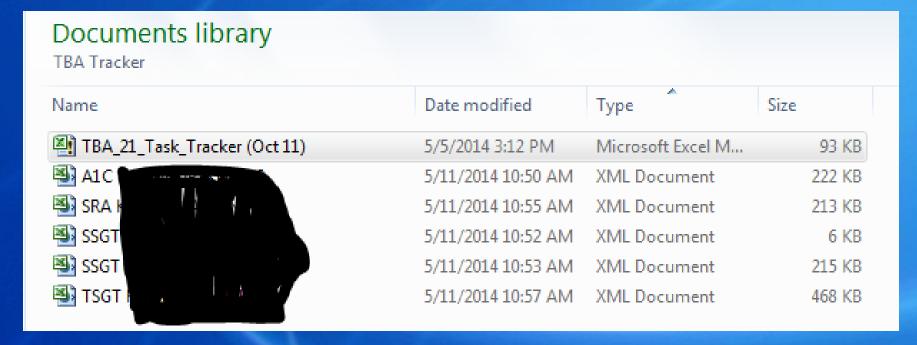
- 3. Search by last name of employee/trainee
- 4. Select the correct name by clicking the 'Select One' radio button and click the 'Continue' button at the bottom of the screen

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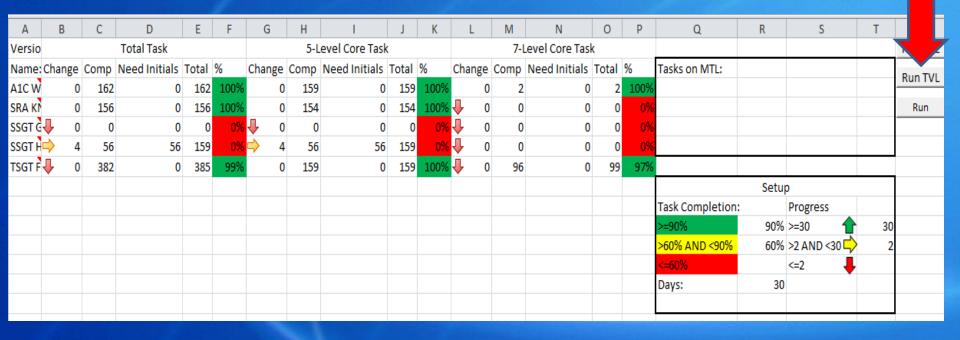
- 5. Don't make any changes to the screen except to select 'XLS' format
- 6. Click 'Generate Report'



- 7. Copy the name of the trainee and click 'Download'
- 8. You may have to click 'Refresh Now' for the report to appear available to download



9. Save downloaded file with pasted name of trainee in a folder that also contains a copy of the TBA Task Tracker Excel spreadsheet



10. Open the spreadsheet and click 'Run TVL'. The spreadsheet will incorporate all the trainee reports you saved in the same folder into the spreadsheet for evaluation and comparison

# Summary

- Training Program Basics
  - AFTC, TSC, Orientation/Evaluation, Minimum and Maximum Time in Training, SAVs, MTL/MTP requirements
  - Resources & Locations
- TBA Basics
  - Roles
  - Reports

# Questions?

